

**File No. 8/01/2023-RHO**

**TO BE UPLOADED ON THE WEBSITE OF SSC ON 24.03.2023**

Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Staff Selection Commission  
(website:-[www.ssc.nic.in](http://www.ssc.nic.in))

**ADVERTISEMENT No. Selection Posts/Ladakh/2023**

Dates for submission of online applications	24.03.2023 to 12.04.2023
Last date and time for receipt of online applications	12.04.2023 (up to 23:00)
Last date and time for making online fee payment	12.04.2023 (up to 23:00)
Last date and time for generation of offline Challan	12.04.2023 (up to 23:00)
Last date for payment through Challan (during working hours of Bank)	13.04.2023
Dates of 'Window for Application Form Correction' including online payment.	19.04.2023 to 22.04.2023 (23:00)
Dates of Computer Based Examination	<i>June-July 2023 (tentatively)</i>

**“GOVERNMENT STRIVES TO HAVE A WORK FORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”**

1. Online Applications are invited from eligible candidates for the Selection Posts indicated in **Annexure-III** of this Notice. Only those Applications which are successfully filled through the Website of the Commission and found in order shall be accepted. Candidates should go through the Recruitment Notice carefully before applying for the post and ensure that they fulfill all the eligibility conditions like **Resident Criteria**/Age-Limit/ Essential Qualifications (EQs)/ Experience/ Category, etc. as indicated in this Notice. **Candidature of candidates not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of Applicants shall be purely PROVISIONAL at all stages of the recruitment process.**

- 1.1. All information relating to this recruitment right from the status of application upto the nomination of the selected candidates to the User Department including call letters for the Computer Based Examination to the provisionally eligible candidates will be available on the website of Staff Selection Commission i.e. <https://ssc.nic.in> and the websites of the **Regional Office- North Western Region (NWR) Chandigarh** i.e. <https://www.sscnwr.org>.

1.2. Candidates are advised to visit the website of the Regional Office, North West Region, Chandigarh for the latest information in respect of various categories of posts and the various stages of recruitment process.

***NOTE: Computer Based Examination as Notified in this Notice will be conducted along with the Phase XI/2023/Selection Posts Examination in June-July 2023 (Tentatively).***

2. Details/ Description of posts are given at **Annexure-III** of the Notice of Examination. Direct Link for Post-details is available at Candidate Portal which can be seen by login into <https://ssc.nic.in>->Candidates Dashboard ->Latest Notification ->Selection Posts/Ladakh/2023/->Post Details Link.

2.1. The vacancies have been advertised by the Staff Selection Commission as per the Indents submitted by the **various departments of Administration of Union Territory of Ladakh**. The Commission will not be responsible for withdrawal/alteration of the vacancies by the Indenting Departments/Offices.

2.2. Candidates who wish to apply for more than one category of post should apply separately for each category of post. e.g. if a candidate wishes to apply for Junior Assistant and Junior Statistical Assistant, he/she has to apply separately for these categories of posts.

3. **Conditions on seeking fee concession, age-relaxation, reservation, etc:**

3.1 **For SC/ST applicants:** SC/ST applicants seeking fee concession, age-relaxation, reservation, etc. shall invariably submit the requisite Certificate as per format (**Annexure-VI**) and **Annexure-VI (A)** from Competent Authority (**Appendix-I** of this Notice) certifying that their Caste/ Sub-Castes/Communities are approved by the Government of India under SC/ST Category, as and when called for by the Commission, after conduct of the Computer Based Examination or at any stage thereafter, otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.

3.2 **For Economically Weaker Sections (EWS) Applicants:-**

EWS applicants seeking Age relaxation, reservation etc shall invariably submit the requisite Certificate as per Format **Annexure-XI** from Competent Authority (**Appendix-I** of this Notice), as and when called for by the Commission/User Department otherwise their claims for reservation etc. shall not be

considered. The crucial date for submitting the income and asset certificate by the candidate may be treated as the closing date for receipt of online application (i.e. **12.04.2023**). Candidates may also note in respect of the above that, their candidature will remain provisional till the veracity of the concerned document is verified by the **Appointing Authority**.

**3.3** Crucial date for claim of SC/ST/EWS/PwBD/ESM status, fee concession and reservation, will be the closing date for receipt of online applications i.e. **12.04.2023**.

### **3.4 Instruction for Government Employees (GE) Applicants**

3.4.1 For claiming the benefit of age relaxation, they shall invariably submit, the requisite Certificate as per Format at **Annexure-X** from the Competent Authority (**Appendix-I** of this Notice) and also submit a Declaration as per **Annexure-X(A)** as and when called for by the Commission/User Department, otherwise their claims for age-relaxation shall not be considered. Further, they would require furnishing “NO OBJECTION CERTIFICATE” from their EMPLOYER at the time of VERIFICATION OF DOCUMENTS, failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process.

**NOTE:-Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for appearing in the examination, their applications shall be *rejected and candidature shall be cancelled*.**

### **4. For Persons with Disabilities (PwBD) [OH/HH/VH/Others] Applicants:**

**4.1.** Suitability of the posts for the Persons with Benchmark Disability (**PwBD**) and the nature of disabilities admissible are indicated against each category of post in **Annexure-III**.

**NOTE-I:** The contents mentioned in the **Notification No. 38-16/2020- DDIII** dated **04.01.2021** issued by Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment and as amended from time to time regarding “**..Posts Identified suitable for Persons with Disabilities notified on 04.01.2021**” **will apply to the posts given in Annexure III, wherever applicable.** Therefore, the candidates with such disabilities may also apply giving detail of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitable for these categories as well as reporting of vacancies by the Indenting Departments. *Further, candidates are hereby advised to check their eligibility as per the details of Posts mentioned in the Notification No. 38-16/2020-DDIII dated 04.01.2021 before applying for any post.*

**Link for Notification No. 38-16/2020-DDIII dated 04.01.2021**

<https://disabilityaffairs.gov.in/content/page/notifications.php>

**NOTE-II:** Ministry of Social Justice & Empowerment, D/o Empowerment of Persons with Disabilities (Divyangjan) Notification No.30-12/2022-DD.III dated 24.08.2022 for amendments in the Notification No.38-16/2020-DD-III dated 04.01.2021- A separate sub category i.e. Spinal Deformity(SD) and Spinal Injury (SI) without any associated neurological/limb dysfunction shall be incorporated under Locomotor Disabilities in addition to OA, OL, BA, BL, OAL, BLOA and BLA. Thus all the posts identified in the list stands identified suitable for persons with SD/SI without neurological/limb dysfunction. Persons with SD/SI with associated limb dysfunction shall covered under the respective sub category such as OA, OL, BA, BL, OAL, BLOA and BLA, as the case may be.

**4.2.** Only those Persons with Benchmark Disabilities (PwBD) who are having **benchmark disabilities** are eligible for fee concession, age-relaxation and for reservation, wherever applicable.

**4.3.** They shall invariably submit the requisite Certificate as per Format [**Annexure-VIII** (Form-VI)/ (Form XIII-A)/ (Form XIII-B), (Form XIII-C)] as and when called for by the Commission/User Department, otherwise, their claim for PwBD status will not be entertained. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) and **J&K Reservation Rules 2005** will also be valid. The crucial date for submitting the certificate by the candidate may be treated as the closing date for receipt of online application (**i.e. 12.04.2023**).

**4.4. Special Instructions for PwBD Candidates:**

As the “Rights of Persons with Disabilities Act, 2016” has come into force with effect from 19.04.2017, and beside OH, HH and VH categories, new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities, etc. have been included. Therefore, the candidates with such disabilities may also apply giving detail of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitable for these categories as well as reporting of vacancies by the Indenting Departments. Candidates suffering from various disabilities as identified

vide DoP&T OM No: 36035/02/2017- Estt (Res) dated 15.01.2018 (para-2.2) may select following PwBD categories in the online Registration/Application Form:

SNo	Type of Disability	Category of disability to be selected in Registration / Application Form
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy. Spinal Deformity (SD)/Spinal Injury (SI) without any associated neurological/limb dysfunction	OH
(d)	Autism, intellectual disability, specific learning disability and mental illness.	Others
(e)	Multiple disabilities from amongst persons under clauses (a)to(d) including deaf-blindness	

#### 5. Nationality and Resident Criteria:

- a) A candidate must be a Citizen of India, and;
- b) The candidate/ applicant must be a Resident of Ladakh and must possess a Resident Certificate as per format at **Annexure-VII** issued by a Competent Authority in accordance with the Union Territory of Ladakh Grant of Resident Certificate (Procedure) Order, 2021. **A window for uploading the Resident Certificate will be provided starting from 24.04.2023 till 28.04.2023 (upto 1700) {tentatively} after closing of Correction window for this examination.**

#### 6. Age-Limit (As on 01-01-2023):

- 6.1. Age limit for a particular category of post(s) is mentioned in Post-details in **Annexure-III** against each category of post.
- 6.2. **Proof for Date of Birth:** The Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate only will be accepted by the Commission for determining the age eligibility and no subsequent request for its change will be considered or granted.
- 6.3. **Relaxation in Upper age-limit:** Relaxation in upper Age-limit admissible to eligible categories of applicants is as given below:

Category Codes	Category	Permissible Age including relaxation beyond upper age limit
01	SC/ ST	Up to 45 years
02	EWS	Up to 45 years
03	PwBD	Up to 44 years
04	Ex-Servicemen (ESM)	3 years after deduction of the actual military service rendered from the actual age as on the closing date for receipt of application from the candidates. Note: Relaxation of additional (02) two years beyond the prescribed upper age limit as provided above will be admissible for a period of (02) two years w.e.f. 13.09.2021.
05	Person already in government service (in case not covered under other categories e.g. SC/ST PWBD etc)	Up to 42 years

Note-1: The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved vacancies, will get age relaxation to the extent it is available to UR category candidates.

Note-2: Applicants may check their eligibility for seeking relaxation in Upper Age Limit carefully. If eligible, they are required to fill appropriate Age Relaxation Code as applicable to them.

## 7. Special Instructions for Ex-Servicemen (ESM) Applicants:

- 7.1. ESM applicants seeking fee concession, age-relaxation and reservation, etc. shall invariably submit, the requisite Certificate as per Format at **Annexure-IX**, from Competent Authority (**Appendix-I** of this Notice) as and when called for by the Commission/User Department or at the time of Document Verification, otherwise their claims for age-relaxation, reservation etc. shall not be considered.
- 7.2. The Horizontal Reservation to the extent of 6% of the available vacancies shall be provided to the Ex-Servicemen for the direct Recruitment post borne on the subordinate service under the Administration of Union territory of Ladakh, which carry the pay of and up to the Pay Level-6E (35900-113500).
- 7.3. A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt

of applications (**i.e. 12.04.2023**) with Armed Forces of the Union shall be considered eligible for appointment to the Group “C” posts having “Graduation” as its minimum EQ, against posts reserved for ESM only subject to fulfillment of other eligibility conditions for the post. Thus, those Matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.

7.4. Age-relaxation, fee concession, and reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

7.5 **Ex-Servicemen:** An “ex-serviceman” means a person who has served in Army, Navy or Air Force and has been honorably discharged and has not come to notice for any criminal or anti-national activity

## **8. Process of certification and format of certificates:**

8.1 Candidates who wish to be considered against reserved vacancies or seeking age relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification. Otherwise, their claim for SC/ ST/ EWS/ PwBD/ ESM category will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.

8.2 Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification, failing which their candidature will be cancelled. If a candidate is rejected by the Indenting Department/ Organization for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate will be solely responsible for the same and the Commission will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected. For example, candidate X filled SC in his application form. However, during document verification by the Indenting Department/ Organization, he is unable to produce the valid SC certificate. In such scenario, candidature of X will be cancelled by the Indenting Department/ Organization.

8.3 Crucial date for claim of SC/ ST/EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications i.e. **12.04.2023**.

8.4 Candidates may also note that in respect of the above, their candidature will remain provisional till

the veracity of the relevant documents is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ ST/EWS/ PwBD/ ESM status or avail any other benefit.

**9. Provision of Compensatory Time and assistance of scribe:**

9.1. In case of persons with disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be provided, subject to such requests being made to the Commission while filling up the online application form. Since some categories of posts are not identified suitable for the persons with both arms affected (BA) disability, therefore facility of scribes will not be admissible to such candidates.

9.2. In case of remaining categories of persons with disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I**.

The candidates will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form. The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IIA** and **Annexure-IIB**.

9.3. In case a candidate opts for his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with disabilities opting for own scribe shall be required to submit details of the own scribe as per proforma at **Annexure-II**. In addition, the scribe has to produce a valid ID proof (as per list given at para-14.8.) in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-II**. In case, subsequently it is



found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

- 9.4. Own scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- 9.5. A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as per paras 8.1 and 8.2 above.
- 9.6. The candidates referred at paras 9.1 and 9.2 above, who are allowed use of scribe but do not avail the facility of scribes will also be given compensatory time of 20 minutes per hour of examination.
- 9.7. The PwD/PwBD candidates who have availed the facility of Scribes/Passage Reader and/or compensatory time must produce relevant documents for the eligibility of scribe/compensatory time, during the conduct of computer based examination, and/or as and when called for by the Commission and also at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.
- 9.8. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- 9.9. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of Magnifying Glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.
- 9.10. The PwD/PwBD candidates who have availed the facility of Scribes/ Passage Reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

**10. Crucial date for Essential Qualification (EQ) and Age Limit:**

- 10.1. Essential Qualifications (EQs) & Age Limit for each Post as per the requirement of the concerned User Departments, are mentioned in the details/description of Post(s) as given in the **Annexure-III** of this Notice.
- 10.2. The Crucial date for determining of age-limit will be 01.01.2023 and for possession of Essential Qualifications (EQs)/Experience will be 12.04.2023.**
- 10.3. Before applying for the post, the candidates must ensure that they possess the **Essential Qualifications including Experience wherever it is prescribed as Essential Qualification and also meet the age-limit** as on the crucial date mentioned in Para 10.2 above.
- 10.4. The posts where experience is required, such experience must be acquired by the candidates after completing educational qualification as specified for the concerned post. Further, internship, training, research experience, etc gained in the course of acquiring an educational qualification will not be counted as experience *even after the same has been acquired after the completion of his/her educational qualification*.
- 10.5. For posts where **experience** in a particular field/ discipline for a specified period has been indicated as an **Essential Qualification**, the applicants must fill the relevant column of the online Application Form and also shall submit self-attested copy of **relevant certificates** in support of their claim of possession of Experience in that field/discipline from the **Competent Authority along with the print out of the online Application Form**, as and when called for by the Commission/User Department after the conduct of Computer Based Examination failing which their candidature shall be rejected.
- 10.6. **Selection will be strictly as per Recruitment Rules of the post. It may be noted by the candidates that Equivalency will not be allowed in case it is not mentioned in the prescribed EQ for any category of post in the Notice.** In case Equivalency is allowed in the Recruitment Rules, it is the responsibility of the candidates to submit the necessary Documents/ Certificates (Order/ Letter with Number & Date) in support of equivalence, issued by the Government of India/ State Government or by the Competent

Authority, as mentioned in the post details against the particular category(ies) of post(s) in the notice, from which he/she obtained the Educational Qualification, failing which his/her application shall be rejected.

10.7. In respect of Post(s) requiring proficiency in the relevant language as an essential qualification, the applicant must have studied that language up to Matriculation level and in case the relevant language is not taught as a subject in Matriculation, the said language must be the mother-tongue of the applicant.

**10.8.** As per Ministry of Human Resource Development Notification dated 10- 06- 2015 published in Gazette of India all the degrees/diplomas/certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grant Commission Act 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the University Grants Commission. **Accordingly, unless such Degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.**

10.9. As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III(8)(v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode.

10.10. However, B.Tech. Degree/Diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

## **11. How to apply:**

11.1 Candidates will have to apply for each category of post separately and also pay fee for each category of post. e.g. if a candidate wishes to apply for Junior Assistant and Junior Statistical Assistant both, he/she has to pay fee for each category of post.

**11.2 Candidates should apply only once for one category of post.**

11.3. Applications must be submitted in online mode only at the official website of SSC Headquarters i.e. <https://ssc.nic.in>. For detailed instructions, please refer to **Annexure-IV** and **Annexure-V** of this Notice.

11.4. Last date for submission of online applications is **12.04.2023** (23.00).

**11.5. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the SSC website on account of heavy load on the website during the closing days.**

11.6. The Commission does not accept any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

**11.7. After successful submission of online application, candidates must take a printout of the application form for submitting the same along with the requisite documents, duly self-attested, as and when called for by the Commission/User Department after the conduct of Computer Based Examination.**

11.8. The information furnished by the candidates in their applications will be verified by the Commission/User Department with reference to the original documents during the Document Verification. During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/ her candidature will be rejected forthwith. The candidates should ensure that they have furnished correct information in the application form. **(Kindly see the specimen of Registration & Application form at ANNEXURE-IV-A and ANNEXURE-V-A respectively)**

## **12. Application Fee:**

12.1. Fee payable: Rs.100/- (Rupees One Hundred only).

12.2. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards or in SBI Branches by generating SBI Challan.

- 12.3. Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Benchmark Disabilities (PwBD) and Ex- servicemen (ESM) eligible for reservation are exempted from payment of fee.
- 12.4. Online fee can be paid by the candidates up to **12.04.2023 (23:00)**. However, candidates who wish to make the cash payment through challan of SBI, may make the payment in cash at the Branches of SBI within the working hours of bank up to **13.04.2023** provided the challan has been generated by them before **12.04.2023 (upto 23:00)**.
- 12.5. Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- 12.6. Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of Application Form is shown as “Incomplete” and this information is printed on the top of the Application Form printout. Further, status of fee payment can be verified at the “Payment Status” link provided in the candidate’s login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.
- 12.7. Fee once paid will not be refunded under any circumstances nor will it be adjusted against any other examination or selection. Fee should be paid separately for each category of post applied.

**13. Window for Application Form Correction [ 19.04.2023 till 22.04.2023 (23:00)]**

- 13.1. After the closing date for receipt of online applications, the Commission will provide a period of 4 days to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the one-time registration/ online application data as per their requirement.
- 13.2. A candidate will be allowed to correct and re-submit his modified/ corrected

application two times during the 'Window for Application Form Correction' i.e. if he/she has made mistake in his updated application also, he/she will be allowed to resubmit one more modified/ corrected application after making requisite corrections/ modifications. No more corrections in the application form will be allowed under any circumstances.

13.3. Only those candidates will be allowed to make corrections in the application form, whose completed online applications along-with payment of requisite fee, have been received by the Commission within the specified period.

**13.4. Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates will be ignored.**

13.5. The Commission will levy a uniform correction charges of ₹200/- for making correction and re-submitting modified/ corrected application for the first time and ₹ 500/- for making correction and re-submitting modified/ corrected application for the second time. The correction charges will be applicable to all candidates irrespective of their gender/ categories.

13.6. The correction charges can be paid only by online mode through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards.

13.7. The correction charges once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

13.8. Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form. After expiry of 'Window for Application Form Correction', no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

#### **14. Centers of Examination**

14.1. The details of the examination centres are as follows:

S. No	Examination Centres	Centre Code
1	Chandigarh/Mohali	1601
2	Jammu	1004
3	Srinagar	1007
4	Leh	1005
5	Kargil	1008

6	Delhi	2201
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14.2. A candidate has to give option for three centres, in the order of priority, no request for change of Centre will be considered later, under any circumstances. Hence, the candidates should select the centers, carefully and indicate the same correctly in their online application.

14.3. The Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

#### **15. SCHEME OF EXAMINATION:**

**15.1. There will be three separate Computer Based Examinations consisting of Objective Type Multiple Choice questions, for the posts with minimum Educational Qualification (EQs) of i) Matriculation level, ii) Higher Secondary, and iii) Graduation & above levels. The details of subjects, marks and number of questions subject-wise will be as given below:-**

Part	Subject	No. of Questions	Maximum Marks	Total Duration
A	General Intelligence	25	50	60 Minutes (80 minutes for candidates eligible for scribes as per Para 8.1 and 8.2.
B	General Awareness	25	50	
C	Quantitative Aptitude (Basic Arithmetic Skill)	25	50	
D	English Language (Basic Knowledge)	25	50	

15.2. There will be **negative marking of 0.50 marks** (out of maximum 2 marks per question) for each wrong answer.

15.3. Marks scored by candidates in Computer Based Examination will be normalized by using the formula published by the Commission through Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.

15.4. Skill Tests like Typing/ Data Entry/ Computer Proficiency Test, etc., where prescribed in the Essential Qualification, will be conducted, which will be of a qualifying nature.

15.5. The Commission shall have the discretion to fix different minimum